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OFFICE OF FINANCE STAFF MEETING MINUTES

25 August 1982

A. Notes Based on DDA Staff Meetings:

1. Reported there will be a Memorial Service for [] on Thursday at 1200. 25X1

25X1 2. The DDA reported he will meet with Tom Tracy, State Department, to continue discussion []

3. Reported Mr. Sporkin had forwarded a paper on the SAFE program.

4. Deputy Director of Finance reported five Notices being released re cut-off dates for year-end business/processing and special reporting which will be provided to Directorate and B&F offices.

5. Reported the Agency's new Recruitment Exhibit is on display in HQS. Building in the A corridor near the Southwest entrance from 18 August through 3 September 1982.

6. Reported the King Seminar will be held 27-28 and 29-30 Sept. DDA has been allotted 6 spaces and the Office of Finance has been asked to select two officers to attend. The last Seminars were reported to be excellent.

25X1 B. Items from []

1. The Division Chiefs were asked to be particularly alert to the content of the daily Cable Boards and to inform him of significant items requiring his attention.

2. Mr. Sherman will return from leave and be in the office on Thursday and would be attending the Comptroller meeting. He will be on leave Friday 8/27.

3. The Comptroller called to advise that the Office of Finance's informal proposal for handling interest payments in connection with the Prompt Payment Act is acceptable to that office. Formal procedures remain to be developed.

25X1 C. Around-the-table:

25X1 2. [] reported attending the Procurement Policy Panel Seminar for senior contracting officers sponsored by the O/Logistics on 23-24 August [] He reported [] gave a very good briefing on fast pay, prompt pay etc. 25X1

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25X1 4. [] reported he will be sending to the D/Finance a lengthy instruction-type memo concerning new procedures to be implemented for the processing of T/A's, establishment of due dates for station accountings, and new reporting procedures covering delinquencies in accounts 1411, 1451 and 1452.

25X1 5. [] announced the following assignment:

25X1 []
The Career Service is looking for a GS-10 or GS-11 to go PCS to [] (Class B) around Oct/Nov 1982 and TDY'er for Oct. (4-6 weeks).

There will be a Recruiter's Reception on 1 Sept. in the Executive Dining Room. Representatives of the CMO Staff will be attending.

25X1 [] Agenda items for the Unit Chiefs' Conference are due in to the AD/CM by 1 Sept.

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